

**SAMPLE LETTER - PARTIAL DENIAL - FOIA EXEMPTION (B) (4)
COMMERCIAL/FINANCIAL INFORMATION**

(DATE OF LETTER)

Re: Freedom of Information Act Request No. 2010-0000

(SUBJECT)

Dear (MR. /MS. /MRS. _____):

This is in response to your Freedom of Information Act (FOIA) request dated **(DATE OF REQUEST LETTER)**, in which you requested access to a copy of the contract and modifications associated with Contract No. _____.

A review of the responsive records indicate that portions of these records are exempt from disclosure under 5 U.S.C. 552(b) (4), because they contain commercial and/or financial information obtained from a person as privileged or confidential.

Based on the above information, this constitutes a partial denial of your request. You may appeal the denial of information. Your appeal must be received within 30 calendar days of the date of initial denial letter by the Assistant General Counsel for Administration. Address your appeal to the following office:

Assistant General Counsel for Administration (Office)
Room 5898-C
U.S. Department of Commerce
14th and Constitution Avenue N.W.
Washington, D.C. 20230

Your appeal may also be sent by e-mail to FOIAAppeals@doc.gov or by facsimile (fax) to Area Code (202) 482-2552. Your appeal must include: a copy of the original request; the response to your request; and a statement of the reason why the withheld records should be made available and why the denial of the records was in error. Also, the appeal letter, the envelope, the e-mail subject line, and the fax cover sheet should be clearly marked "**Freedom of Information Act Appeal.**"

The e-mail, fax machine, and Office of the General Counsel are monitored only on working days during the normal business hours (8:30 a.m. to 5:00 p.m., Eastern time, Monday through Friday). FOIA appeals posted to the e-mail box, fax machine, or Office of the General Counsel after normal business hours will be deemed received on the next normal business day.

If you have any questions regarding your request, you may contact me on (**PREPARER'S TELEPHONE NUMBER**).

Sincerely,

(DENIAL OFFICIAL)